

POLICE COMMANDER

DISTINGUISHING FEATURES

The fundamental reason the Police Captain position exists is to command an Operations Bureau or Administrative Bureau staff and operations. The nature of the work is primarily administrative, performing highly responsible police work as a program director. This classification supervises a large staff and receives general direction from the Deputy Police Chief.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and oversees the work of sworn and civilian staff, operations and programs to insure compliance with goals, policies and procedures.

May be involved in the selection of staff. Reviews and recommends action in disciplinary actions. May testify or coordinate activities at personnel hearings. Writes and reviews performance evaluations.

Prepares and administers a portion of the bureau's operating budget and expenditures.

Insures face-to-face, telephone, and radio lines of communications are kept open in both individual and group settings. Walks the shop, on various shifts, to meet with and observe staff and operations. Cooperates and coordinates with intra and inter-agencies. Communicates with departmental and city staff via computer terminal, telephone, meetings and radio. Communicates with citizens to ensure effective problem resolution. Performs on site inspections of crime scenes and conducts facility inspections to ensure security and proper maintenance.

Ensures maximum efficiency in the delivery of service from patrol, criminal investigations, and administrative functions of the Department. Plans and directs the prevention of criminal activity. Directs and oversees community policing needs, police community relations, responsiveness to citizen complaints, personnel investigations, and other activities which enhance the roles of their staff. Prepares, presents, and reviews oral and written recommendations and statistical reports using a computer requiring visual and muscular dexterity.

May become involved in and must be able to perform Police Officer essential functions (refer to most current police officer job description.) Responds or manages emergency and crisis situations. Testifies in court.

Attendance and punctuality are essential functions.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Police administration theories and practices.

Principles and practices of supervision and personnel administration.

Finance, Budgeting, Planning and Labor Relations theory and practices.

General social problems and cultural diversity of citizenry.

Police methods, practices and procedures.

Federal, State and City criminal and traffic laws and related court decisions, department policies, and General Orders.

Management and organization theories and practices.

Ability to:

Perform a broad range of supervisory responsibilities over others.

Work cooperatively, courteously, but firmly with all segments of the public.

Recognize and control sources of personal stress in order to effectively perform class requirements.

Communicate in the English language by phone, police radio system or in person in a group or one-to-one setting.

Evaluate a situation, make effective decisions under pressure, and take appropriate action.

Produce written documents in the English language with clearly organized thoughts using proper sentence construction.

Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.

Comprehend and make inferences from material written in the English language.

Work cooperatively with other City employees.

Maintain moral integrity.

Work in a variety of weather conditions with exposure to the elements.

Remain in a sitting position for extended periods of time.

Maintain acceptable level of physical fitness to meet department standards.

Work safely without presenting a direct threat to self or others.

Education & Experience

Must be a Police Lieutenant with the Scottsdale Police Department for two years and have 60 college credits. Must meet all AZPOST Standards. A Bachelor's Degree in Criminal Justice, Public Administration, or related field is highly desirable.

Must possess a valid standard AZ Driver License with no major driving citations in the past 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified